



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

IMSW-POL-EEO

JUL 19 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #2 - Equal Opportunity (EO) and Equal Employment Opportunity (EEO)

1. References.

- a. Army Regulation 600-20, Army Command Policy, 13 May 2002.
- b. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.
- c. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, 9 March 2004.
- d. US Army Installation Management Agency Policy Memorandum #2, Equal Employment Opportunity (EEO), 14 February 2006
- e. Headquarters, JRTC and Fort Polk Command Policy Memorandum #G1-01, Statement on Equal Opportunity (EO), 02 August 2004.
- f. Headquarters, JRTC and Fort Polk Command Policy Memorandum #G1-03, Equal Opportunity (EO)/Sexual Harassment Complaint Procedures, 02 August 2004.
- g. Equal Employment Opportunity Management Directive 715 (EEO MD-715), 01 October 2003.

2. Purpose. To prescribe policy and procedures to ensure that EO and EEO programs are administered properly and uniformly across the Garrison.

3. Applicability. This policy applies to all military and civilian personnel within the Fort Polk Garrison. This policy applies to the military in their working, living and recreational environments to include on and off-post housing. This policy applies to civilians anytime they are in a work status including applicants for employment, former employees and certain contract workers.

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4. Intent.

a. I am committed to the EO Program and the EEO Program and expect the personal commitment of every Soldier, civilian, and family member at Fort Polk. Fort Polk will provide EO for all military personnel and family members, and EEO for all Department of the Army civilians.

b. We will not practice, condone, or tolerate discriminatory behaviors or practices based on race, color, religion, sex, age, national origin, or handicap. Commanders and directors will ensure fair treatment for all based solely on merit and capability in all decisions and actions affecting employees, former employees, applicants for employment and certain contract workers.

5. Procedure.

a. Commanders and directors are personally responsible and accountable for the equal opportunity climate within their organizations. EO and EEO programs should be developed and implemented to enhance cohesion, esprit, and morale. These leaders must:

(1) Post a written policy statement expressing commitment to EEO at the beginning of their tenure and every year thereafter. At a minimum, these leaders will post a signed copy of the Garrison Commander's policy letter on EO and EEO.

(2) Assign an EEO Officer who will provide annual information on support and participation in EEO initiatives.

(3) Ensure that regular reviews are conducted to examine the effectiveness and efficiency of the agency's EEO programs.

(4) Evaluate the annual assessment of the workforce composition by race, color, religion, sex, age, national origin, and disability in order to determine whether barriers exist that exclude certain groups from being hired or promoted. Personnel in the Office of Equal Opportunity Programs (EOP) will provide these annual assessments in connection with the affirmative employment-planning program.

(5) Track and monitor EEO complaints to ensure that they can identify the location, status, and length of time for each stage of the process, the issue and basis of the complaints, the aggrieved individuals, the involved management officials and other information necessary to analyze complaint activity and identify trends. EEO complaints are reported on the Equal Employment Opportunity Commission (EEOC) Form 462. The EEO Director will brief the EEOC Form 462 at each quarterly EOC meeting.

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b. Individuals are responsible for advising the commander or director of unlawful discrimination and providing the commander or director an opportunity to take appropriate action to resolve the issue in accordance with (IAW) applicable rules and policy.

c. Complainants have a right to speak with their commander or director concerning their complaint without fear of intimidation, reprisal, or harassment. Military and civilian personnel may also contact the Office of EOP, the Inspector General (IG), the Chaplain, the Provost Marshal Office, medical agency personnel, Staff Judge Advocate, or the Housing Office directly for assistance. Additionally, civilians may file a complaint IAW AR 690-600 or contact their supervisory chain, Civilian Personnel Advisory Center (CPAC), EEO, or the IG.

d. Alternative Dispute Resolution (ADR) is a voluntary option that will be offered in appropriate cases as determined by the commander and/or their designee. Once the commander or their designee determines ADR is appropriate, participation by directors and supervisors is mandatory. If successful, complainants utilizing ADR will be contacted within 90 days with a signed mediation agreement. If unsuccessful, a notice of right to file a formal complaint will be issued to the complainant.

6. Proponent. The Office of Equal Opportunity Programs is the proponent for this policy.



DAVID G. SAGE
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Commanding

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